

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER <b>Sue Datta</b>			JOB NUMBER (JN) <b>89686 &amp; 89687</b>	CONTROL SECTION (CS) <b>82142 &amp; 82194</b>
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<input checked="" type="checkbox"/> <b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<input type="checkbox"/> <b>TIER III</b> <b>(&gt;\$250,000)</b>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>4</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER Four (4)	PROPOSAL DUE DATE 2/27/07	TIME DUE 12 NOON
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

MDOT-Metro Region  
18101 West Nine Mile Road  
Southfield, MI 48075

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

**(These forms are not included in the proposal maximum page count.)**

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES  
Scoping Improvement Alternatives**

**CONTROL SECTION:** 82142 & 82194

**JOB NUMBER:** 896860 & 896870

**LOCATION:** M-102 (Eight Mile Road) at M-10 & I-75 over the Rouge River

**WORK DESCRIPTION:** The analysis will identify appropriate, constructible, cost effective, improvement alternatives that will be developed in conjunction with the Michigan Department of Transportation (MDOT). The improvement alternatives will be coordinated with stakeholders where their additional input will be considered and incorporated, if appropriate.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Roads and Streets

**DBE REQUIREMENT:** N/A

The anticipated start date of the service is **March 20, 2007**

The anticipated completion date for the service is **December 20, 2007**

**MDOT PROJECT MANAGER:** Sue Datta, AICP  
Senior Project Manager  
Metro Region  
181010 West Nine Mile Road  
Southfield, MI 48075  
248.483.5135  
[dattas@michigan.gov](mailto:dattas@michigan.gov)

## **Scoping Improvement Alternatives M-102 over M-10 & I-75 over the Rouge River**

This Request for Proposals (RFP) will cover the below listed locations and consist of the development of viable, improvement alternatives for each location that considers the context of the area and existing and future plans. The analysis will identify appropriate, constructible, cost effective, improvement alternatives that will be developed in conjunction with the Michigan Department of Transportation (MDOT). The improvement alternatives will be coordinated with stakeholders where their additional input will be considered and incorporated, if appropriate.

### **1. M-102 (Eight Mile Road) at M-10 CS 82142– JN 89686 Cities of Southfield and Detroit**

### **2. I-75 over the Rouge River CS 82194- JN 89687 City of Detroit**

## **PURPOSE**

### **1. M-102 (Eight Mile Road) at M-10-Cities of Southfield and Detroit**

MDOT is committed to working with communities to ensure that significant improvements fit in with the community, their plans and vision to the greatest extent possible. MDOT is going to examine and develop potential, feasible aesthetic improvement alternatives to complement needed repairs to the above noted locations.

M-102 at M-10 is a multi-level intersection bordering two communities---Southfield and Detroit (see Figure 1).

This part of the RFP will focus on determining the most appropriate, cost effective, improvement alternatives for the intersection area. This will specifically include the examination, analysis and identification of potential aesthetic opportunities to the intersection area including but not limited to landscaping, lighting, approach work, removal of unnecessary pavement, addition of pavement, delineation of pedestrian walkways, and other appropriate aesthetics, in conjunction with and giving consideration to local master plans, zoning ordinances, visioning plans, specialty plans, DDA plans, Eight Mile Boulevard Association plans, SMART and DDOT routes/needs, etc. Identified improvement alternatives will include the applicability to the cities, their documented plans, maintenance considerations and cost constraints, funding and funding opportunities, constructability, partnering opportunities if appropriate, and others. Distinctiveness and uniqueness is encouraged in the development of appropriate alternatives, given the restrictions, constraints and challenges to the area.

The consultant will develop, coordinate and conduct workshops/meetings as a part of the project, as directed by the MDOT PROJECT MANAGER. Unique participation tools that can be utilized to engage stakeholders and innovative methods of outreach are encouraged. As specific needs are identified, tools to accomplish these goals will be developed in conjunction with the MDOT PROJECT MANAGER. Community and business engagement along with respective city participation maybe necessary in order to insure the most appropriate improvement alternatives are developed. MDOT may host up to three aesthetic workshops/meetings for the

community and other stakeholders to participate in. Conducting all necessary meetings including the preparation of boards, handouts, room costs, refreshments and others will be the Consultant's responsibility. Coordination with the MDOT Design consultant team preparing the final design plans, preparing all documentation required to complete a package of aesthetic treatments, including phasing, potential funding and initiation of partnering opportunities, if needed, will also be developed and documented by the Consultant.

A time frame for completion of this work is anticipated to take approximately 9 months.

## **PURPOSE**

### **2. I-75 over the Rouge River-City of Detroit**

I-75 over the Rouge River is an extensive, elevated bridge in the city of Detroit (see Figure 2). It is currently fenced off under the bridge to limit access. The fence abuts the back of the newly constructed Delray Neighborhood House community center and playscape.

This part of the RFP will focus on a solution that will discourage the cutting of the fence and dumping, yet provide an attractive separation between the playscape and provide appropriate access under the bridge. The solution will be aesthetically pleasing to the community and fit in with the context of the neighborhood and newly constructed community center. An analysis of this specific location consisting of approximately 500-700 feet will help determine the most appropriate, cost effective, context sensitive solution for this playscape area behind the community center. Consideration of the local master plan, specialty plans, etc., need to be considered in the process. The identified improvement will include the applicability to the location, maintenance considerations and cost constraints, constructability and others. Distinctiveness and uniqueness is encouraged in the development of appropriate improvement alternatives. At a minimum an aesthetic berm and a decorative screening wall should be considered as potential improvement alternatives examined.

The consultant will develop, coordinate and conduct workshops/meetings as a part of the project, as directed by the MDOT PROJECT MANAGER. Unique public participation tools that can be utilized to engage stakeholders and innovative methods of public outreach are encouraged. As specific public participation needs are identified, tools to accomplish these goals will be developed in conjunction with the MDOT PROJECT MANAGER. Community, adjacent business and city engagement may be necessary in order to ensure that the most appropriate aesthetics are developed. MDOT may host up to three aesthetic workshops/meetings for the community and other stakeholders to participate in. The consultant will conduct all necessary meetings with responsibility for preparation of boards, handouts, room costs, refreshments and others. Coordination with the MDOT Design consultant team preparing the final design plans maybe needed, preparing all documentation required to complete the aesthetic treatments will need to be developed and documented by the Consultant.

A time frame for completion of this work is anticipated to take approximately 5 months.

### **CONSULTANT PROPOSAL**

This RFP provides the CONSULTANT with specific information concerning the work to be performed. This document along with the MDOT "Consultant/Vendor Selection Guidelines for Service Contracts," provides sufficient information to enable the CONSULTANT to prepare and submit proposals to the MDOT. The MDOT will be the contracting agent for the project.

MDOT staff consisting of the PROJECT MANAGER and representatives from the Detroit Transportation Service Center (TSC) and Metro Region Design will assist the CONSULTANT through the course of the contract.

This will be a cooperative process affording early and continuing involvement of the public to include affected agencies and other interested parties.

The CONSULTANT will be responsible for organizing and completing information, and incorporating it into the documentation, as well as any other necessary documentation, if needed. The CONSULTANT will be responsible for incorporating revisions and addressing comments, as appropriate, following any review and comment.

### **PROJECT LOCATION**

M-102 at M-10 is a multi-level intersection bordering two communities---Southfield and Detroit. (see Figure 1). I-75 over the Rouge River is an extensive, elevated bridge located in the city of Detroit (see Figure 2).

General inquires concerning the project should be directed to:

Sue Datta, AICP  
Senior Project Manager  
Metro Region  
18101 West Nine Mile Road  
Southfield, MI 48175  
Phone: (248) 483.5135  
Fax: (248) 569.7718

### **PROJECT SCHEDULE**

This task is anticipated to take approximately 8 months to complete after authorization to proceed by MDOT. The CONSULTANT shall use this RFP to prepare the proposed implementation schedule. These dates shall be used in preparing the CONSULTANT'S monthly progress reports (See Attachment A). Currently there are no P/PMS tasks that cover the activities required of this RFP. Milestones and schedule will be developed in conjunction with the MDOT PROJECT MANAGER.

## **PAYMENT SCHEDULE**

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

## **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.

## **MONTHLY PROGRESS REPORT**

On the first of each month, the CONSULTANT shall submit a monthly progress report to the MDOT PROJECT MANAGER. The monthly progress report shall follow the guidelines shown in Attachment A.

## **FORMAT**

1. Drawings consisting of horizontal and vertical alignments, proposed edge of pavements, cross-sections, and right-of-way requirements for improvements will be determined by the Department.
2. Cross-sections and special detailed areas will need to be developed at an appropriate scale for review, as determined by the MDOT PROJECT MANAGER.
3. English units will be used for public presentation materials.



## **CONSULTANT RESPONSIBILITIES**

- Conduct all public participation activities and necessary coordination needed to develop and document the agreed upon improvements while considering MDOT and community concerns and ideas into the improvements.
- Develop a detailed cost estimate for each improvement alternative, for each location.
- Develop a phasing plan that will include partnering opportunities to implement the desired improvements.
- Identify potential funding sources for improvements.

Some specific objectives are included below:

1. Work with stakeholders to effectively discuss and agree upon potential aesthetic improvements for each location.
2. Identify potential phasing opportunities.
3. Identify potential partnering opportunities.
4. Develop and nurture innovative, creative ideas to provide solutions through the use of traditional and unique measures.
5. Identify potential maintenance considerations associated with developed alternatives.

It should be noted that the selected prime consultant is required to complete at least 40% of the work. The CONSULTANT shall perform the following responsibilities:

- A. Meet with the MDOT PROJECT MANAGER to review project, location of data sources and contact persons, and review relevant MDOT operations. The CONSULTANT shall review and clarify project issues, data needs and availability, and the sequence of events and meetings that are essential to complete the project by the completion date.
- B. Maintain a Project Record that includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information. This will be a record of key events through the entire study process and will include both significant issues and everyday items to keep the project on schedule. The format of this record/diary will be developed in conjunction with the MDOT PROJECT MANAGER.

- C. The CONSULTANT representative shall record and submit type-written minutes for all project related meetings to the MDOT PROJECT MANAGER within one week of the meeting.
- D. The CONSULTANT will be required to coordinate and conduct workshops/meetings. The CONSULTANT will help plan, participate and attend workshops/meetings. This will include responding to public and agency concerns and questions as well as the preparation of displays such as maps, videos, marked-up plans, and other communication tools, as directed by MDOT.
- E. The CONSULTANT will attend any project-related meetings as directed by the MDOT PROJECT MANAGER.
- F. The MDOT PROJECT MANAGER shall be the official MDOT contact person for the CONSULTANT. The CONSULTANT must either address or send a copy of all correspondence to the MDOT PROJECT MANAGER. This includes all Subcontractor correspondence and verbal contact records. The MDOT PROJECT MANAGER shall be made aware of all communications regarding this project.
- G. The CONSULTANT shall contact the MDOT PROJECT MANAGER whenever discoveries have the potential to require changes in the scope, limits, quantities, costs, or right-of-way affecting the project.
- H. Work shall conform to current MDOT, FHWA and AASHTO practices, guidelines, policies and standards.

Schedule and costs that may be out of scope would be subject to negotiation at that time.

#### **MDOT RESPONSIBILITIES (GENERAL)**

- A. The MDOT PROJECT MANAGER will provide written notice providing clear direction to the CONSULTANT following review of deliverables. Work is to be performed consistent with 23 CFR Part 450, and 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and federal regulations.
- B. MDOT will provide direction to the CONSULTANT for the development of and participation in the public involvement meeting/workshop activities.
- C. MDOT will also provide the CONSULTANT with pertinent data and reports.

#### **DELIVERABLES**

- A. A report outlining and detailing the developed improvement alternatives considered during the analysis. This will include descriptions of each alternative, the criteria used for selection, the selected improvement alternative, why it was selected, details regarding the selected alternative such as cost, graphics, etc. will all be a part of the report prepared for this project.

- B. A drawing of each location with the selected improvement alternative incorporated will also be provided as a part of the project.
- C. Documentation from the meeting/workshop activities and results during the course of the contract. This will include reports, plans, renderings, videos, etc., from all such activities.
- D. Any additional work products prepared by the CONSULTANT as a part of this study, including graphics, data collected, and texts as instruments of service will also be submitted.
- E. The CONSULTANT shall map appropriate materials and data that are collected and generated in an electronic format, and make this information available to MDOT in a compatible electronic format.
- F. All maps and/or plan sheets shall be generated in a Microstation format and must follow MDOT/Design Division's Guidelines for Plan Preparation. The electronic files shall be two dimensional and compiled on magnetic tape or disc in dgn format. Each magnetic tape or disc shall be accompanied by a reproducible Mylar of each Microstation file and a graphic index of each map. An American Standard Code for Information (ASCII) file of the ground coordinates and elevations of the points used to create the map contours shall be provided on magnetic tape disc. Also the development of any design geometric, horizontal, and vertical alignments must be submitted in a format compatible with Intergraph system, and Interactive Graphic Road Design System (IGRDS) software, consistent with English standards.
- G. The CONSULTANT shall submit aerial mosaic negatives, and mapping, showing the horizontal and vertical alignments of alternatives, at appropriate English scale.
- H. Upon request, the CONSULTANT shall provide all notes used in the preparation of the meetings/workshops.
- I. The CONSULTANT shall submit minutes of all project meetings.
- J. The CONSULTANT shall also submit plan and profile sheets detailing horizontal and vertical alignments, proposed edge of pavements, cross-sections, and drainage and right-of-way requirements.
- K. The CONSULTANT shall submit cross-sections if prepared.
- L. The CONSULTANT will be responsible for printing the required number of all documents for distribution.
- M. The CONSULTANT will submit the "Record of Key Events" Diary at the completion of the study that will chronologically detail the entire project. It will include milestones, issues and other project related information that has been completed.

- N. The CONSULTANT will prepare and distribute handouts as necessary tools for the successful completion of meeting/workshop activities.
- O. The CONSULTANT will compile any comments generated by throughout this process.

**ATTACHMENT A**  
**CS: 00000 - JN: 11111**

**MONTHLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the monthly progress reports and the last three pages are a completed example.

**MONTHLY PROGRESS REPORT**

**Control Section 00000**  
**Job Number 00000C**  
**Structure Number S00**  
**Date 00/00/00**

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

**Structure Number - Control Section - Job Number**  
**Route, Location Description**  
Design Schedule as of 00/00/95

Original Authorized Date	(Anticipated) or <b>Actual</b> Dates	
00/00/00	<b>00/00/00</b>	Initial project meeting.
00/00/00	<b>00/00/00</b>	Completion of Pre-Grade Inspection.
00/00/00	<b>00/00/00</b>	First maintaining traffic coordination meeting.
00/00/00	<b>00/00/00</b>	Completion of design survey.
00/00/00	<b>00/00/00</b>	Submittal of preliminary plans for geometric review.
00/00/00	(00/00/00)	Submit request for soil borings and soils recommendations.
00/00/00	(00/00/00)	Submittal of Preliminary Right-Of-Way Plans.
00/00/00	(00/00/00)	Submittal of Grade Inspection materials.
00/00/00	(00/00/00)	Completion of Grade Inspection.

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES OR AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

00/00/00	(00/00/00)	Completion of Partially Completed Final Plans review (approximately 4 weeks after submittal).
00/00/00	(00/00/00)	Submittal of final plans and project material (minimum of 2 weeks prior to the Plan Completion Date).
00/00/00	(00/00/00)	Submittal of project file and related documents.

## **MONTHLY PROGRESS REPORT**

**Control Section 12345**  
**Job Number 11111C**  
**Structure Number S02**  
**Date 07/31/95**

- A. Work accomplished during the previous month.
  - 1. During the last month we completed the Final Right-of-Way plans and submitted them to Rob Lippert on 07/01/95.
- B. Anticipated work items for the upcoming month.
  - 1. Submit the Preliminary Plans and related material on 08/11/95.
  - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 08/12/95.
- C. Real or anticipated problems on the project.
  - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
  - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
  - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
  - 1. Discussed bridge and ramp geometries with Tom Myers of M•DOT Traffic and Safety Division on 07-24-95.

**SN: S02 - CS: 12345 - JN: 111111**

**M-111, from There Village Limits to north of That Road**  
Design Schedule as of 07/31/95

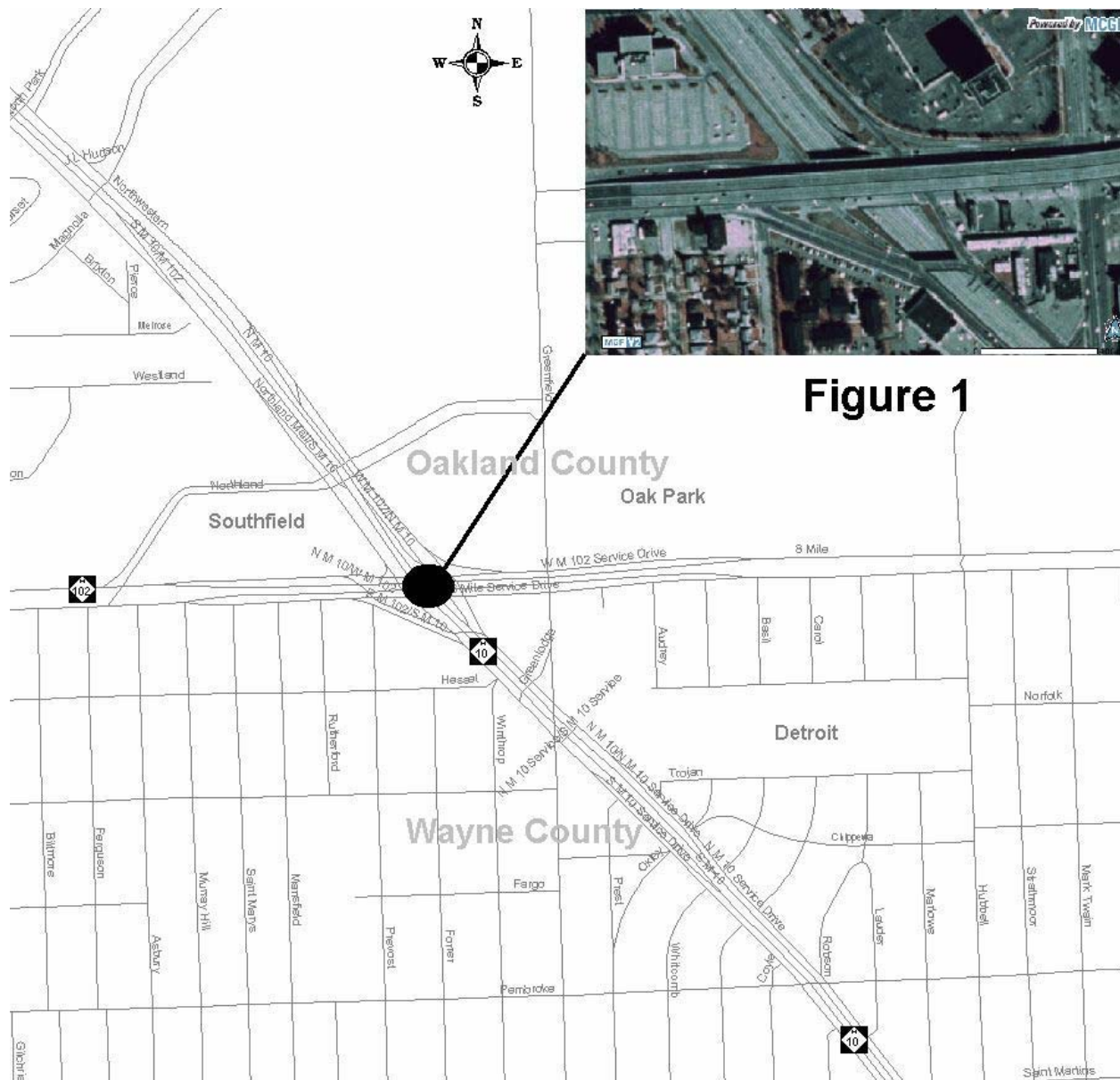
Original Authorized Date	(Anticipated) or <b>Actual</b> Dates	
01/12/95	<b>01/05/95</b>	Initial project meeting.
01/29/95	<b>01/29/95</b>	First maintaining traffic coordination meeting.
02/17/95	<b>02/10/95</b>	Completion of design survey.
02/29/95	<b>02/29/95</b>	Submittal of Base Plans and related material.
03/12/95	<b>03/13/95</b>	Submittal of Preliminary Right-Of-Way Plans.
03/20/95	<b>03/19/95</b>	Completion of Base Plan Review.
07/01/95	<b>07/01/95</b>	Submittal of Final Right-Of-Way plans.
07/11/95	(08/11/95)	Submittal of Preliminary Plans and related material.
09/15/95	(09/15/95)	Completion of Preliminary Plan Review.
09/16/95	(09/16/95)	Second maintaining traffic coordination meeting.
09/25/95	(09/23/95)	Submittal and approval of Special Provision for Maintaining Traffic and related plans.
10/15/95	(10/15/95)	Submittal of Construction Plans and Specifications review materials.
11/11/95	(11/11/95)	Completion of Construction Plans and Specifications review.
12/10/95	(12/10/95)	Submittal of plans and project material after incorporating final review comments.
12/25/95	(12/25/95)	Submittal of project file and related documents.



## **VERBAL CONTACT RECORD**

**Control Section** 12345  
**Job Number** 11111C  
**Structure Number** S02  
**Date** 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.



**Figure 1**



**Figure 2**